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2020 Sexual Assault
Services Program (SASP)

Grant Training/Grant Writing Workshop – October 23, 2019

Purpose of SASP:

Funds under this program must be used to provide intervention and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household member of such victims; and
- Those collaterally affected by the victimization, except for the perpetrator of such victimization.

IN 2020, SASP FUNDS MUST BE USED FOR THE FOLLOWING PURPOSE:

To support the establishment, maintenance, and expansion of rape crisis centers to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SASP grant funds shall be used to provide direct intervention and related assistance

24-hour hotline services providing crisis intervention services and referral;

Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;

Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;

Information and referrals to assist the sexual assault victim and family or household members;

Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and

Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

In shaping your strategies for 2020, UOVC encourages agencies to develop projects that improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.

Out of Scope Activities

NOT *Allowed*

- Research projects (This does not include program assessments conducted only for internal improvement purposes).

- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc).

- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.

- Sexual Assault Forensic Medical Examiner programs.

- Sexual Assault Response Team coordination.

- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).

- Domestic violence services unrelated to sexual violence

Important Dates and Information

STATE OF UTAH
Office for Victims of Crime

_____

2020 SEXUAL ASSAULT
SERVICES PROGRAM SOLICITATION

Eligibility

Eligible applications are limited to Rape Recovery Centers across the
State of Utah that provide direct intervention and related assistance.

Application Deadline

Applications are due by 5:00 p.m. MST on November 13, 2019.

*For assistance with the requirements of this solicitation, please contact the
SASP Grant Program Manager, Moriah Pease at (801)333-3521 or mpease@utah.gov.*

Located at:

https://justice.utah.gov/Crime/

Table of Contents

Mark Your Calendar — Dates to Remember

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Issuance of RFP	UOVC	9/18/19
2.	Grant Training Online Webinar	UOVC	10/23/2019
3.	Questions/Technical Support	Applicants	Ends 11/12/2019
4.	**Submission of Grant**	Applicant	**11/13/2019, 5:00 pm**
5.	UOVC Screening and Allocation Review Process	UOVC	11/15/2019– 11/26/2019
6.	Final Approval	UOVC Board	12/10/2019
7.	Preliminary Award and Contract Notification	UOVC	12/12/2019
8.	Grant Revisions	Applicants	12/12/2019 – 12/31/2019
9.	Grant Program Begins	UOVC	1/1/2020
10.	Final Executed Contracts	UOVC	1/31/2020

Due Date/Time

Submissions of applications must be received in the

Utah Office for Victims of Crime
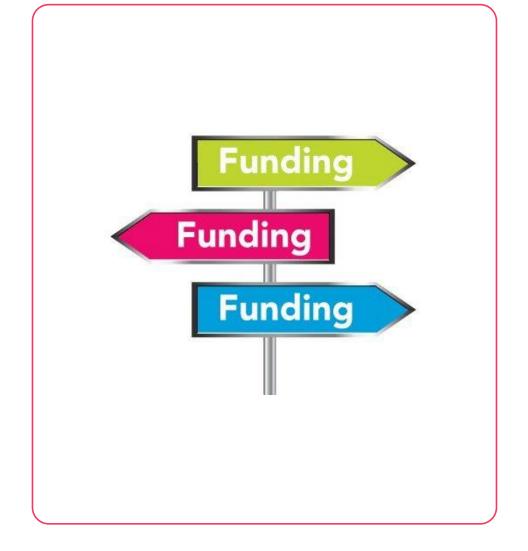
UtahGrants Online Grants Management System

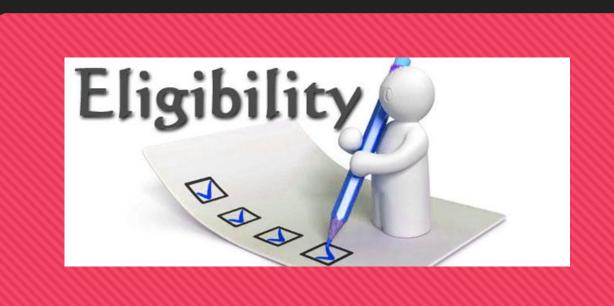No later than **5:00 PM (Mountain Standard Time) on Wednesday, November 13th, 2019**.

UOVC has determined that failure to meet this deadline is not grounds for protest; it is a mandatory requirement of the RFP process. Proposals received after this deadline will not be considered.

Funding Availability:

Total Available Funding is $395,000

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal.

The Utah Office for Victims of Crime has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.
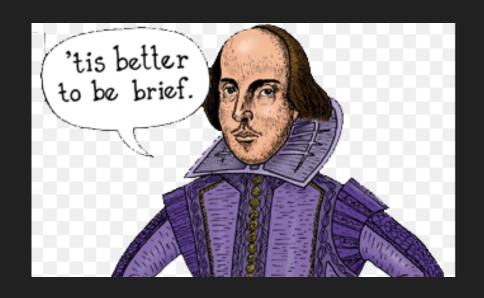
Evaluation Summary

Application Sections	100 Points Available
Overview	4
Budget/Match	20
SASP Required Information	8
Equipment Summary	1
Statement of Problem, Need, and Target Pop	16
Program Plan & Collaboration Project	26
Statistics Reporting	2
Record of Providing Effective Services	6
Project Administration	4
Additional Resources	2
Required Attachments	11

Overview/Project Abstract

Provide a brief summary of the project that you are proposing in this application. Program summaries should be brief, clear, and concise.

Indirect Costs

○ SASP funds may be used to support indirect costs which are defined as "those costs incurred for a common or joint purpose which benefit more than one project and cannot be readily assigned to a specific project.

   ○ No indirect costs

   ○ 10% de Minimus

   ○ Federally negotiated rate

Budget Development

✓ Does it support the problem statement?

✓ Does it support ALL the activities listed in the Program Plan?

✓ Is it realistic?
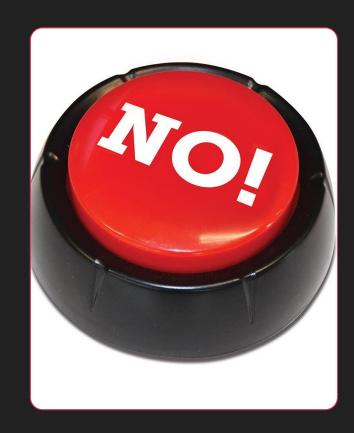
Budget No-No's

✗ Proposed expenditures are not supported by Program Plan and Narrative

✗ Unrealistic – either too high or too low

✗ Exceeds the funding request limit

✗ Does not adhere to grant guidelines

Budget Expectations

Line item categories observed

Budget, Statement of Problem/Need, and Program Plan all correspond

Fiscal Agent reviewed prior to submission

Use the Budget Justification Form and follow the instructions

This program has **<u>NO</u>** match requirements.

Required Information Page

SASP Program Purpose Areas

- Check ALL purpose areas that apply to activities supported with SASP funds
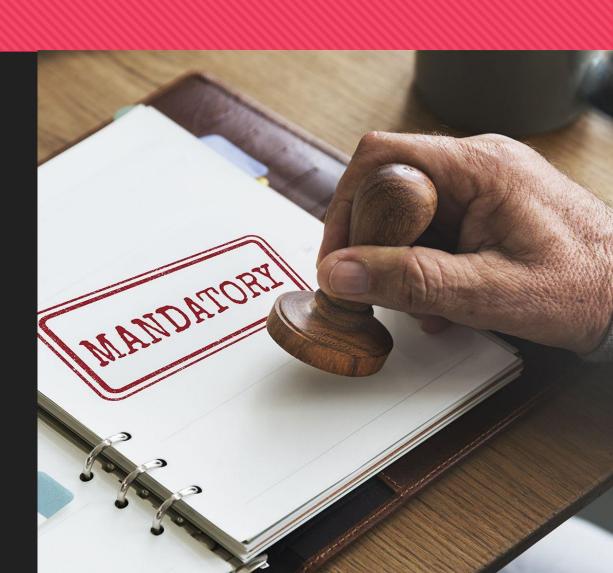
Required SASP Questions

- Check ALL that apply
  - 1. Type of service of activity
  - 2. Populations considered under-served in your area
  - 3. Will this project make special efforts to reach/serve an under-served population(s)
  - 4. What methods will be used to reach/serve under-served population(s)
  - 5. Project Evaluation

Narrative: The Statement of the Problem, Need, and Target Population

↗ Questions 1-5 are <u>Mandatory</u> for all applicants.

QUESTION 1: Describe the geographical areas to be served by the program.

- Should be clear and accurate

- Identify underserved, marginalized and culturally specific populations in your region.

Important Hint: Should support problem statement

QUESTION #2 Discuss the nature and scope of the problem in your program service area.

↗ If the problem is a result of many factors, these factors should be analyzed and discussed. Provide statistical information such as violent crime rates, trends, and requests in services, etc.

Backbone of the proposal and must be supported by other elements (measurable objectives, implementing activities, evaluation activities)

When your problem statement is complete, it should present a clear, concise picture of the problem that the project will address.

Weak Problem Statements:
Indication to proposal reviewers that the applicant organization may not understand the problem or is not prepared to have a positive impact on the problem

QUESTION #3
Describe victim needs in the given service location.

- What is the nature of the problem?
- How many people are affected and to what extent?
  - How can you prove it?
- Who else in your area is working on the problem?
- How often does the problem occur?
- What is the current client utilization of services for your agency?
- What is unique or special about your region?

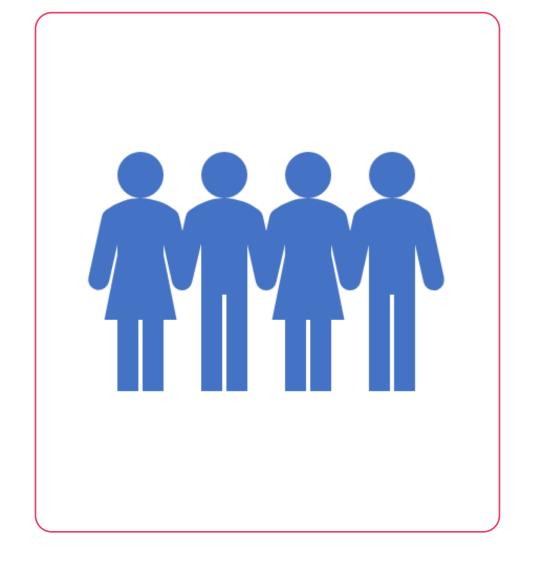**What impact will the project have on the targeted geographic region?**

QUESTION #4

List and describe the barriers to victim service and safety within your agency and within your community.

Briefly describe your agency/organization, as well as your community. Provide a comprehensive description of your agency's work with victims of sexual assault.

QUESTION #5
Indicate the group(s) of victims the program will target for its services.

Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved, marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations.

Program Plan

Establishing Goals

It is not an ultimate societal goal.

The program goal is a general statement about what you'd like to achieve among a particular population or geographical area.

It should directly relate to a demonstrated need, as identified in the problem statement.

The goal statement must follow logically from your statement of the problem. (The Narrative)

⇨ *It's not appropriate to talk about the need for additional victim advocates to provide crisis advocacy to victims if you problem statement is the need and justification for therapists.*

Developing Measurable Objectives

- Measurable objectives are quantifiable statements that support the goal and specify what must be done to:
    - Maintain
    - Increase
    - Decrease
    - Enhance
    - Improve
    - Change you expect

And to what degree?

Example:

GOAL: Increase access to mental health support for victims of sexual violence

MEASURABLE OBJECTIVE: Therapists will provide 500 hours of individual and group therapy for primary survivors of sexual violence
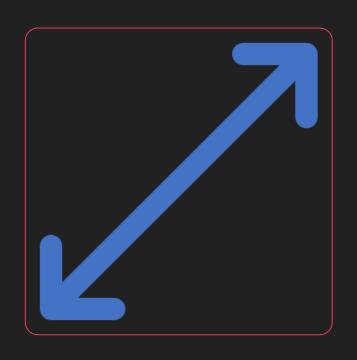
Objectives Should Be...

Implementing Activities

Implementing Activities are those activities you must do to carry out the objectives you stated.

They should be listed within the timeline they will be performed.

Impact: Measuring the Effectiveness

How will you show the impact of your program? Did you reach your objectives?

You can answer this question if:

- You can prove that your implementing activities were carried out, and

- If you can measure the increase or decrease or other changes to the degree your objectives stated.

NOT REQUIRED

Collaboration with Allied Professionals: This section of the Program Plan is __NOT__ a requirement of the SASP grant application.

__Type N/A in each of the boxes.__

Forms to Complete (if applicable):

↗**Equipment Summary** *Required

- List all SASP purchased equipment received within the last 3 years (fully or partially funded)
- Individual items with a UNIT price less than $5,000 should be listed in supplies, not equipment.

↗ **Statistic Reporting** *Required

- Briefly and concisely respond to each topic. Each agency is required to maintain project statistics throughout the contract year.

↗ **Record of Providing Effective Services**

- If applicable, this section requires you to report on the previous TWO SASP funding cycles' goals and objectives.
- Document the effectiveness of your program and indicate agency's significant accomplishments.

Additional Documentation Required

Project Administration

↗ Organizational Chart

↗ Roster of Governing Board

↗ Current Job Descriptions for the proposed federal positions.

↗ Actual or proposed contracts with contractual consultants.
• — Drafts of contract required.

↗ Resumes of candidates.

Additional Resources

↗ Current Agency Budget

↗ Describe the sources and amounts of non-SASP funding or resources available from other sources.

- List from largest contribution to smallest

- Indicate the contribution amount

- Status of the funding (Federal, State, Local, Private)

- Describe how the resource is used and anticipated funding duration

501 (c)(3) Documents ✓

Official Authorized to Sign ✓

UOVC Referrals Form ✓

Federal Certification Forms

↗ **Delivery of Legal Assistance** -

Any subgrantee providing legal assistance

↗ **VAWA Certified Assurances and Grant Conditions** –

RECENTLY UPDATED

All subgrantees are required to read and sign

Building Your Proposal

Recommendations

- Carefully Read the RFP packet
- Choose a Priority
- Develop Narrative
- Build the Program Plan
- Establish Project Budget

Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	UtahGrants	N/A	
	Project Budget	UtahGrants	N/A	
Budget Tab	Budget Justification Form	UOVC Website	Attachment Tab	
Attachments Tab	SASP Required Information Form	UOVC website	Attachment Tab	
Attachments Tab	Equipment Summary	UtahGrants	N/A	
Attachments Tab	Statement of Problem, Need, and Target Population	UtahGrants	N/a	
Attachments Tab	Program Plan and Evaluation	UtahGrants	N/A	
Attachments Tab	Statistical Reporting	UtahGrants	N/A	
Attachments Tab	Record of Providing Effective Services	UtahGrants	N/A	
	Project Administration	UtahGrants	N/a	
	Organizational Chart	Applicant	Project Admin	
	Governing Board Roster	Applicant	Project Admin	
	Job Descriptions	Applicant	Project Admin	
	501c3 Letter	Applicant	Project Admin	
Attachments Tab	Contacts for Contractual Services	Applicant	Project Admin	
	Additional Resources	UtahGrants	N/A	
Attachments Tab	Current Agency Budget	Applicant	Additional Resources	
Certified Assurances & Grant Conditions	Certified Assurances & Grant Conditions	UOVC Website	Attachment Tab	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	
Authorized Official Electronic Form	Authorized Official Electronic Form	UOVC website	Attachment Tab	
Delivery of Legal Assistance	Delivery of Legal Assistance	UOVC website	Attachment Tab	

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